

## COMPRES/University of New Mexico - Non-Employee Expense Reimbursement

Please complete all sections of this form and attach original receipts for all expenses.

<b>Name:</b>	
<b>Institution:</b>	
<b>Address (to mail reimbursement):</b>	
<b>City:</b>	
<b>State, Zip:</b>	
<b>Country</b>	
<b>E-mail:</b>	
<b>Phone:</b>	

<b>If you are a foreign national, you must include a copy of the applicable supporting documents below.</b>	
<b>Copies of the following documents are required for all FN:</b>	
Passport (ID page, number, picture, entry/exit stamps)	
I-94 (front and back)	
<b>Additional FN documents required depending on visa status:</b>	
I-20 Form (for F-1 visa)	
Employment Authorization Document (for F-1 visa w/ CPT or OPT)	
DS-2019 (for J-1 visa)	
Authorization from Sponsor (for J-1 visa non-University sponsored)	
Foreign National Compliance Statement (for "Waiver for Tourism")	

<b>Purpose of Travel</b>			
<b>Benefit to the University</b>			
<b>Destination</b>		<b>Date, Time</b>	
		Departure	
		Return	
<b>Date(s)</b>	<b>Description of Expense (List receipts individually)</b>	<b>Expense Type</b>	<b>Amount</b>
<b>Notes:</b>			
<b>Total</b>			
<b>Signature</b>			<b>Date</b>

Please **attach original receipts** for all listed expenses, sign the form and send to:

Institute of Meteoritics  
MSC03 2050  
1 University of New Mexico  
Attn: COMPRES  
Albuquerque, NM 87131

<b>For UNM Use Only:</b>
<b>Date Received:</b>

or email to:

beth3ha@unm.edu    Beth Ha, Admin. Asst.  
and cc skclark@unm.edu    Shannon Clark, Program Manager